

Guidelines for Utility Permit Application Submittal

NOVA District (Fairfax) Permits
www.VirginiaDOT.org/business/fairfax-permits-main.asp
NOVAFairfaxPermits@VirginiaDOT.org

14685 Avion Parkway
Chantilly, Virginia 20151
(703) 383-2888
Fax: (703) 383-2843
March, 2004

These Guidelines are for the exclusive use of NOVA District (Fairfax) Permits.

NOVA District (Fairfax) Permits Guidelines for Utility Permits

Plans

1. Include two copies of the plans showing the proposed work.
2. Attach a vicinity map showing all of the roads that will be included in the permit, and the surrounding area of the work.
3. Plan legend showing the symbols used on the plans, and the color-coding used to mark the plan. It should include items such as right-of-way line, proposed underground utilities, etc. The plans should be color coded to show the proposed work, and the right-of-way line should be marked in yellow. Show and label the edge of pavement or curb and gutter. Show and label the right-of-way line.
4. A typical section showing each type of installation, such as aerial or underground, and the minimum depth or height requirement for the work.
5. For underground road crossings the typical section should show the type of roadway, such as curb and gutter or ditch line. The minimum depth of underground lines is from lowest point of the roadway. For a ditch line road, this is generally the bottom of the ditch.
6. All streets must be labeled with the street name and route number. This includes all cross streets.
7. Include all items that may interfere with the proposed placement of the work. This should include, but not be limited to sidewalk, utility poles, traffic signals, landscaping, sewer line, existing utilities, etc. The plan should show distances.
8. Indicate the length and type of any utilities proposed for installation.
9. All crossings are to be perpendicular to the roadway for both aerial and underground installations.
10. Any proposed work in the vicinity of a bridge or box culvert shall include a typical section showing the distance from all features of the structure, including footers.
11. A detailed plan needs to be submitted for any proposed bridge attachment showing how the utility will be attached.

Attachments to Application

1. Name of certified E&S person who will be on site and certification number must be attached.
2. Page 5 of the Special Notice of Permittee Liability rev. March 2004 (MP-63) must be signed by the permittee and attached to the permit application.

Pavement Open Cuts

1. Must obtain VDOT authorization prior to cutting on any VDOT pavement.
2. The project will be shut down for a period of five (5) working days if any unauthorized cuts are made in pavement.

**NOVA District (Fairfax) Permits
Guidelines for Utility Permits**

Permit Application

1. Computer Diskette: Must be submitted with each permit application. See Page #4 of this document labeled Permit Data Upload, for further instructions.
2. Permit must be in utility company name.
3. Permit application should list the name, address, tax identification number, phone number, and emergency 24-hour number for the utility company.
4. The permit fee will be \$40.00 fee plus \$5.00 for each item and/or 100 foot increments of installation.
5. List name of bonding company, amount of bond, bond number (listed in Account #), and the amount of the obligation for work covered under this permit.
6. List all of the tax map numbers that cover the work being performed. The first tax map page listed should match the route number, which is listed on the permit for the main route.
7. The permit application should list the route number and street name of the main road where the work is being performed.
8. The between routes and street names should be listed for the nearest state maintained road to the beginning and ending of work on the main road.
9. The permit description must be specific. It needs to include the length and type of each variety of installations, and the total amount of each item being installed. For example: Install 400' of 4" PVC gas main, 5 test holes.

Surety

1. A continuous surety for all utilities is required. See page 3 for surety amounts.

Account Receivable Numbers

1. Permits are subject to having an account receivable number set up to charge the Field Engineers time and vehicle. The permit will not be released until all of the charges have been paid.

Utility Surety Amounts

Underground Lines

Minimum: \$5,000.00 for up to 3,000 feet.
Additional \$10.00 per foot for every foot over 3,000 feet.

Overhead Lines

Minimum: \$5,000.00 for up to 4,000 feet.
Additional \$50.00 per 200 foot increments over 4,000 feet.

**NOVA District (Fairfax) Permits
Guidelines for Utility Permits**

Permit Data Upload

1. The file containing permit application data for upload to the VDOT Land Use Permit System (LUPS) are to be submitted on 3½" floppy diskettes with a batch/application number clearly written on the floppy diskette.
2. The only limit on the number of records on that diskette is based upon the capacity of the diskette. Each record represents one permit application.
3. The data file should be created using the Automated Permit Application System. An installation disk and guidelines for this program can be obtained from the Fairfax Permits office. Only one installation disk will be provided per company.
4. Data is validated on input and records failing the validation will be listed on an error report. Rejected records (permit applications) will need to be resubmitted on another diskette for a future data upload.
5. Records accepted will be assigned a permit number and added to the VDOT system.
6. If a record is accepted and added to the Land Use Permit System this does not constitute permit approval. Permit approvals are granted after VDOT review.
7. VDOT will specify what forms or signatures are required to be submitted with the upload diskette.

Surety

2. A continuous surety for all utilities is required. See page 3 for surety amounts.

Account Receivable Numbers

8. Permits are subject to having an account receivable number set up to charge the Field Engineers time and vehicle. The permit will not be released until all of the charges have been paid.

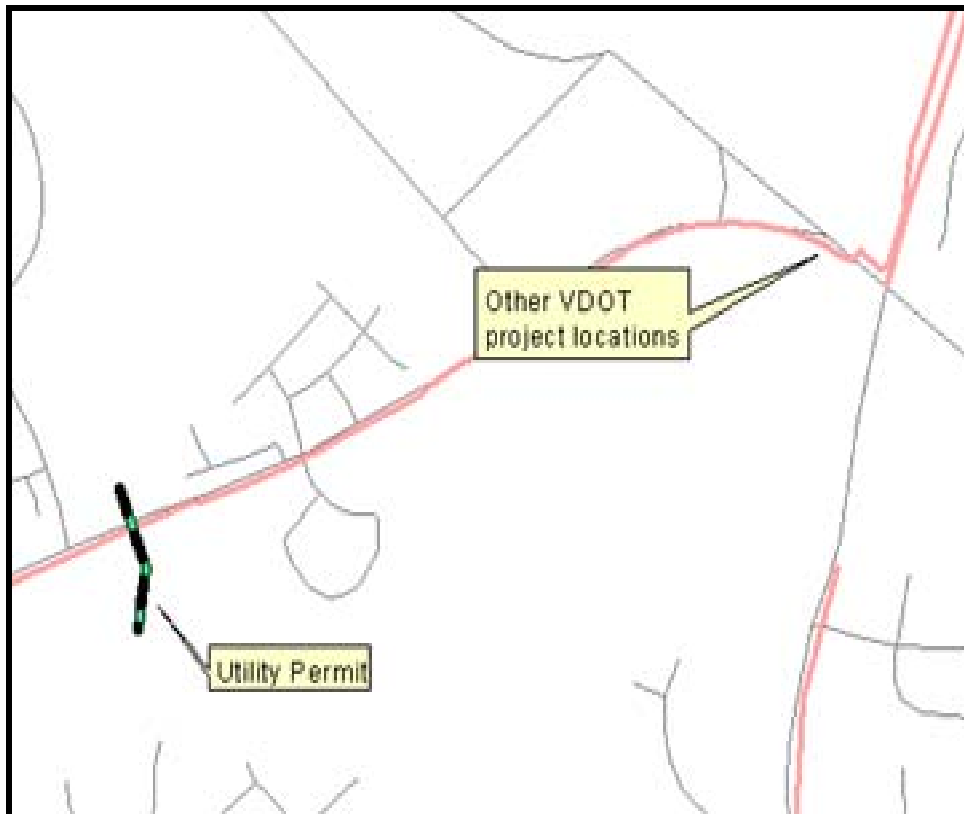
**NOVA District (Fairfax) Permits
Guidelines for Utility Permits**

GIS LINE FILE for Utility Permit Submissions

1. GIS REQUIREMENT:

- a) Submit a GIS or CAD file showing the proposed work location. This is a “single line drawing” indicating the location of your project. **Note: It is not a digital version of your plan/drawing sheets. This is to show the “location” of your worksite, not the detail.**
- b) Media type: 3.5” floppy or CD-ROM in Windows format
- c) File Types:
 - ESRI shapefile (**preferred**). Include the SHP, DBF, and SHX files.
 - DXF
 - Microstation DGN
 - DWG files of *Release 14 or lower*
- d) All files must be **internally geo-referenced** to:
 - Virginia State Plane Coordinate System (i.e., not Latitude/Longitude)
 - North Zone
 - Datum: NAD1983
 - Units: U.S. Survey Feet

Example: the thick, green & black line is an example of what should be delivered to VDOT; your proposed work location is then compared with other VDOT activities in the area.



NOVA District (Fairfax) Permits Guidelines for Utility Permits

2. HOW TO MEET THIS GIS REQUIREMENT:

It is easiest to meet the requirement by drawing your line over top of street data which is already **geo-referenced** to the specified coordinate system. Either CAD or GIS software can be used for this process, however there are some data format issues to resolve for CAD use.

The basic steps are:

- Load the street data into your CAD/GIS software (see below for description of street data)
- Zoom to your work location
- Draw your line
- Save that line in one of the formats specified in Section 1 and send it in on a diskette with your Permit Application.
- Label your diskette with the name of your file and the file extension such as .DXF, .SHP etc.

3. STREET DATA

Street data is available from two sources, Fairfax County GIS Division, and VDOT's NoVa GIS Section.

You can obtain GIS street data from the Fairfax County GIS Office for \$25 (<http://www.co.fairfax.va.us/maps/cd.htm>). This data contains street names (as attributes) which makes it easy to find your work locations. Other useful layers are included on this disk including Tax Map Grids. The data format is an ESRI "coverage" or "shapefile" and requires Arcview, AutoCAD Map or other software which can read these formats. Some CAD programs can also read these formats. **Note:** No viewing software is provided with this data CD. Free versions of ArcExplorer can be downloaded from (<http://www.esri.com/software/arcexplorer/index.html>). ArcExplorer can "view" data but does not allow data editing, creation or data conversion, so another program will still be necessary for export.

If you use CAD software, you will need to convert the street data into a DXF, DWG or something similar that your CAD program can read (if it cannot read the native shapefile or coverage). Many converters exist in the GIS/CAD marketplace. You may find some on CAD user websites and forums. Many AutoCAD and Microstation programs can also do conversions.

VDOT also has a CD of roads that can be provided at no cost. Only Route Numbers are shown, not Street Names as in the data described above. An advantage is that this data is already in DXF format, eliminating the need for a conversion program for CAD software. You may request this CD from VDOT's NoVa GIS Section, contact Larry Camp at larry.camp@viriniadot.org or 703-383-2249.